

NOTICE

TOWN of EAST MONTPELIER, VERMONT MUNICIPAL COORDINATOR POSITION OPENING

The Town of East Montpelier is seeking an organized and motivated candidate to serve as our Municipal Coordinator. This is a full-time position; pay is commensurate with knowledge and experience; generous benefit package. Town residency is not required.

The Municipal Coordinator is a key role for the town office both in supporting the office and providing excellent customer service in interactions with the general public. Tasks include responding to customer inquiries, organizing mail, ordering of office supplies, liaison for office building support services, zoning permit data entry, maintaining official municipal records, issuing various licenses, supporting elections, accounts payable entry, processing warrants and office technology support. This position provides support for all staff of the town office.

A high school diploma with two years of office administration or an associates degree is preferred. Knowledge of municipal government and highly proficient computer skills is a plus.

For consideration, submit a cover letter, resume detailing work history, and names of three references by **5:00 p.m., Monday, June 5, 2023**, to the Town Administrator at:

P.O. Box 157, East Montpelier, VT 05651
(802) 223-3313 x 204
manager@eastmontpeliervt.org

For more information, including a job description, please visit the town website at <https://eastmontpeliervt.org/municipal-coordinator-job-opening/> or contact the Town Administrator Gina Jenkins using the options listed above. East Montpelier is an Equal Opportunity Employer.